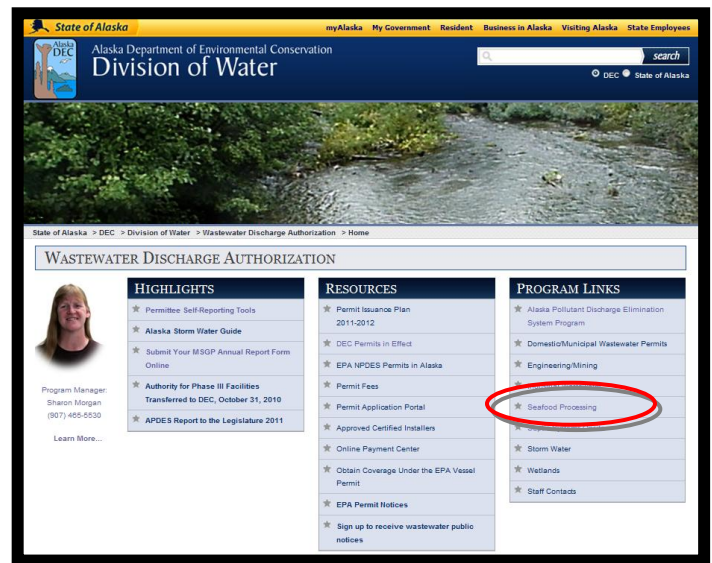


# Alaska Offshore Seafood Processors General Permit eNOI Step by Step Document

Alaska Offshore Seafood Processors General Permit (AKG523000) Notice of Intent (NOI) can be submitted using the Division of Water's Online Application System. This document will guide you through the online submission process. If you need further assistance, please contact: John Randolph at 907-465-5307.

## AKG523000 eNOI Submission Step by Step Document

1 Go to the Division of Water's Wastewater Discharge Authorization homepage at <http://www.dec.state.ak.us/water/wwdp/index.htm> and select the "Seafood Processing" link under "Program Links"



2 This page discusses the Seafood Processors permits. When ready to begin the online application process (eNOI), click on the "Online Application" link under "Quick Links".

If you encounter difficulties accessing or completing the on-line submission, please contact John Randolph at [John.Randolph@alaska.gov](mailto:John.Randolph@alaska.gov).



### 3

## Welcome to the **Water Online Application System (OASys)**!

**IMPORTANT:** Submitting an eNOI requires a **myAlaska** account with a username and password.

If you already have a **myAlaska** account, click on *“Continue to myAlaska”* button to login.

After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to fill in the eNOI. **Skip to step 12 in this document.**

If you don’t have a myAlaska account, continue to the next step in this document to create one.

Department of Environmental Conservation  
**Water Online Application System**

**Welcome to DEC's Water Online Application System (OASys)!**

This system may be used to:

- ★ Apply for ADEC state general permit coverage for contained water and excavation dewatering
- ★ Apply for APDES general permit coverage for construction stormwater, industrial stormwater and offshore seafood processors
- ★ Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, or Municipal Matching Grant questionnaires
- ★ Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- ★ Register a Commercial Passenger Vessel

To view other applications, please go to the Permit Application Portal.

If this is your first time visiting this page and you do not have a myAlaska account, [enroll at myAlaska](#).

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

**Continue to MyAlaska**

Please direct questions to DEC Water OPAHelp@Alaska.Gov.  
For storm water permit applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

OASys Help

### 4

If you don’t have a **myAlaska** account, select the **“enroll at myAlaska”** link. You only need to create a myAlaska account once!

The next few steps will walk you through setting up a **myAlaska** account.

#### **TIP:**

Think of a personal myAlaska account as a driver’s license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate “business” myAlaska account if you would prefer.

**DEC's Water Online Application System (OASys)!**

be used to:

- state general permit coverage for contained water and excavation dewatering
- S general permit coverage for construction stormwater, industrial stormwater and offshore seafood prod
- Alaska Drinking Water Fund, the Alaska Clean Water Fund, or Municipal Matching Grant questionnaires
- pal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- hmercial Passenger Vessel

lications, please go to the Permit Application Portal.

time visiting this page and you do not have a myAlaska account, [enroll at myAlaska](#).

er Online Application System, select "Continue to myAlaska" and login using your myAlaska

**Continue to MyAlaska**

5

*NOTE: If you already have a myAlaska account, you can **skip down to step 12.***

After you click on the “**enroll at myAlaska**” link, you will arrive at the **new account** page for myAlaska.

Enter a Username, Password, “Secret Question,” and Email Address for your new myAlaska account.

Review the User Agreement, check the “**I accept the User Agreement**” box, and select the “**Start Registration**” button.

The screenshot shows a registration form with the following fields: Username (jrandolph), Password (masked with dots), Verify Password (masked with dots), Secret Question (Your mother's maiden name?), Answer (test), Email Address (john.randolph@alaska.gov), and Verify Email Address (john.randolph@alaska.gov). Below the form is a section titled "User Agreement" containing the text: "AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA. myAlaska is a web service operated by the State of Alaska that provides single-sign-on (authentication) for multiple state services and a framework for electronic signatures for state forms or transactions." There is a checkbox labeled "I accept the User Agreement" which is checked, and a "Start Registration" button.

6

**Close the internet browser window** and check the email account you entered in Step 5.

*If you cannot locate the email in your inbox, be sure to check your **junk mail** folder.*

| <input type="checkbox"/>            | FROM     | SUBJECT                         | DATE    |
|-------------------------------------|----------|---------------------------------|---------|
| <input checked="" type="checkbox"/> | myAlaska | myAlaska - Account Verification | 8:13 AM |

7

Open the **myAlaska - Account Verification** email and select the hyperlink in the email.

The screenshot shows an email titled "myAlaska - Account Verification". The body of the email states: "This message was sent to you by a computer program, DO NOT REPLY to this message. To continue with the registration process of your new myAlaska account, please verify your email address by visiting the following URL WITHIN 24 HOURS of registration: <https://my.alaska.gov/Confirm?type=NewAccount&ticketid=358931d5-6fa7-499c-9904-6e07f31cbf25>

8

The Account Confirmation page will load.

Enter your Username and Password and select the “**Click Here to Continue**” button to confirm your new **myAlaska** account.

9

You will be taken to the **myAlaska Registered User Portal**.

Click on “View Your Services”.

Then, click on “DEC Online Services” under Services for Businesses.

10

Read the privacy agreement, check the **Accept** check box, and select Continue.

**NOTE:** The only myAlaska account information DEC will use is the address and email information.

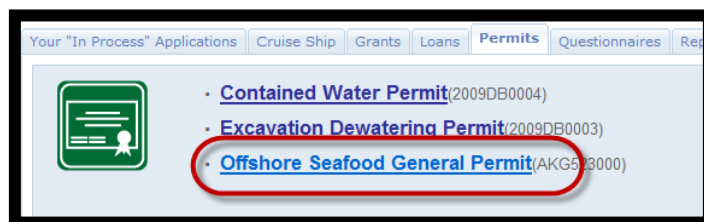
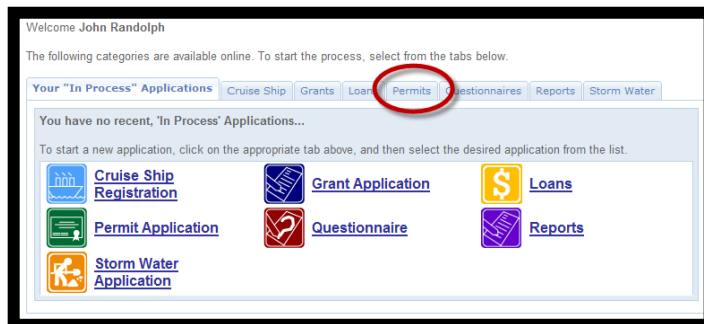
## 11 You will be directed to the DEC myAlaska Online Services.

Click on the link to the **Water Application System (OASys)**



## 12 After successfully registering for a myAlaska account or after entering your existing account username and password, you will arrive in the Online Application system, ready to fill in the eNOI!

Select the **“Offshore Seafood General Permit”** under the **Permits** tab from the available categories.



## 13 A series of steps will take you through the application, asking for information pertinent to your project/facility.

Fill out the information on these pages as completely and thoroughly as possible.

Questions with a Star (\*) next to them are required.

*(Below you will find a few “Tips” that provide additional information regarding navigation of these steps.)*

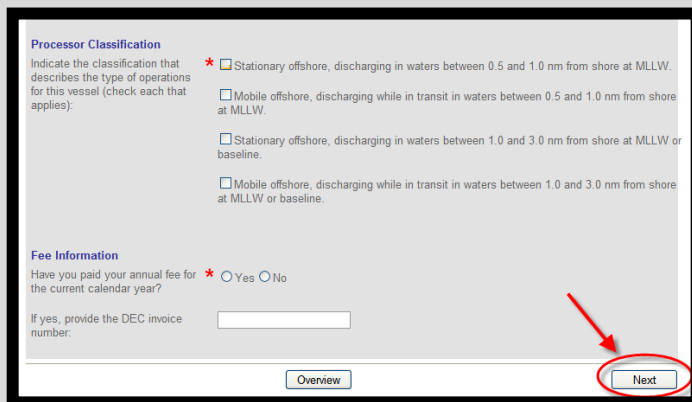
The screenshot shows the 'Offshore Seafood General Permit Application' form. At the top, it says 'Application Submission Process' with a progress bar showing 1 of 7 steps completed. Below this is the 'Permit Information' section. It includes a 'Purpose' statement and a 'Permit Information' form. The form has fields for 'Tracking #', 'Facility', and 'Type'. The 'Facility' field is highlighted with a red border. Below the form is a 'Notice of Intent (NOI)' section, which contains a 'Submission of this completed Notice of Intent (NOI)' statement and a link to 'Instructions for Completing this Form'. The 'Permit Information' section includes fields for 'Current APDES Permit No.(s)', 'ADEC Environmental Health processor permit No.', 'Seafood Processor Facility Information', and 'Previous Name of Facility Over the Last Five Years'.

# TIP

When finished with a step, go to the next page by selecting the “Next” button in the lower right corner.

At any time, you can logout, and your information will be saved.

**NOTE:** Changes to the current page are not saved until you hit “Next”.



**Processor Classification**  
Indicate the classification that describes the type of operations for this vessel (check each that applies):

- ☒ Stationary offshore, discharging in waters between 0.5 and 1.0 nm from shore at MLLW.
- ☐ Mobile offshore, discharging while in transit in waters between 0.5 and 1.0 nm from shore at MLLW.
- ☐ Stationary offshore, discharging in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.
- ☐ Mobile offshore, discharging while in transit in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.

**Fee Information**  
Have you paid your annual fee for the current calendar year? ☒ Yes ☐ No

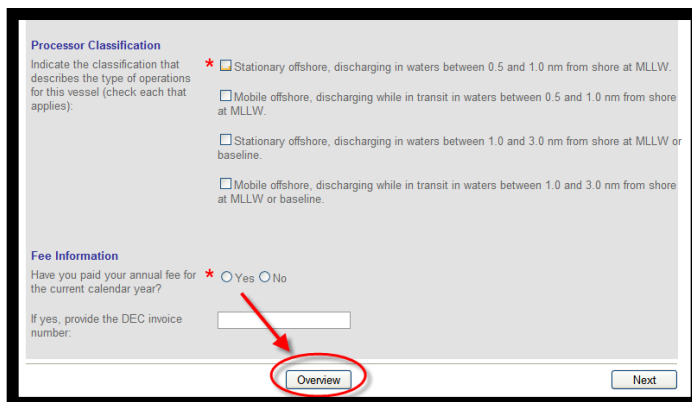
If yes, provide the DEC invoice number:

[Overview](#) [Next](#)

# TIP

At any time, you can also select the “Overview” button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.

**NOTE:** Remember, Changes to the current page are not saved until you hit “next”.



**Processor Classification**  
Indicate the classification that describes the type of operations for this vessel (check each that applies):

- ☒ Stationary offshore, discharging in waters between 0.5 and 1.0 nm from shore at MLLW.
- ☐ Mobile offshore, discharging while in transit in waters between 0.5 and 1.0 nm from shore at MLLW.
- ☐ Stationary offshore, discharging in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.
- ☐ Mobile offshore, discharging while in transit in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.

**Fee Information**  
Have you paid your annual fee for the current calendar year? ☒ Yes ☐ No

If yes, provide the DEC invoice number:

[Overview](#) [Next](#)

14

**Step 1** of the eNOI will ask you for your permit, facility and vessel information. Answer all questions as completely as possible then click “Next” to move on to the next step.

### IMPORTANT:

Only answer “No” to the Fee Information question, at the bottom of step 1 if you have previously paid the fee.

ALL NEW APPLICANTS ARE REQUIRED TO PAY THE FEE!

**Application Submission Process**

Step 1 2 3 4 5 6 7 8

**Permit Information**

**Purpose**  
Permit Information: This step will collect information about your facility, permit and vessel.

Tracking #: AKG523029 Facility: Type: Offshore Seafood General Permit

**Notice of Intent (NOI)** to be covered under APDES General Permit AKG523000 Alaska Offshore Seafood Processors

Submission of this completed Notice of Intent (NOI) constitutes notice that the party identified as the operator in the contact section of this form intends to be covered by the APDES permit authorizing discharges from seafood processing activities in Alaska occurring between 0.5 and 3.0 nautical miles from shore or baseline and obligates permittee to comply with the terms and conditions of the permit. Refer to the link below for instructions on completing this form.

[Instructions for Completing this Form](#)

[Application Step-by-Step Guidance](#)

**Permit Information**

Current APDES Permit No. (s): \*

ADEC Environmental Health processor permit No.:

**Seafood Processor Facility Information**

Current Facility Name: \*

Previous Name of Facility Over the Last Five Years:

1. Previous Facility

Facility Name:

Date of Name Change:

baseline.

☐ Mobile offshore, discharging while in transit in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.

**Fee Information**

Have you paid an AKG523000 general permit authorization fee for this calendar year? \* ☒ Yes ☐ No

If yes, provide the DEC invoice number:

[Overview](#) [Next](#)

15

**Step 2** asks for contact information. Click the “Add” button to add a new contact. You must enter contact information for all required persons before continuing.

Once completed, click “Next” to move to the next step.

**Application Submission Process**

Step 2 1 3 4 5 6 7 8

**Contacts**

**Purpose**  
Contacts: For explanation of contact types (Operator, Billing Contact, Owner, NOI Certifier) refer to sections II, III, IV, and XII of the instructions page for the NOI form.

**“IMPORTANT CERTIFICATION INFORMATION”**

The NOI Certifier is the individual who will be signing and certifying this eNOI. In accordance with 18 AAC 83.385, this eNOI must be signed as follows:

(1) For a corporation, a responsible corporate officer shall sign the NOI, a responsible corporate officer means:  
(A) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or  
(B) the manager of one or more manufacturing, production, or operating facilities, if  
(i) the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental statutes and regulations;  
(ii) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and  
(iii) authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

(2) For a partnership or sole proprietorship, the general partner or the proprietor, respectively; or

(3) For a municipality, state, or other public agency, either a principal executive officer or ranking elected official shall sign the application; in this subsection, a principal executive officer of an agency means  
(A) the chief executive officer of the agency; or  
(B) a senior executive officer having responsibility for the overall operations of a principal geographic unit or division of the agency.

Include the name, title, and email address of the person signing the form and the date of signing. An unsigned or undated NOI form will not be considered valid application for permit coverage.

Tracking #: OFSH-0057 Facility: 123 Type: Offshore Seafood General Permit

**Your Application Contacts**

To add a new contact, click the add button to the right.

[Add](#) [Remove](#) [Edit](#) [Copy](#)

[Previous](#) [Overview](#) [Next](#)



## 16 Step 3 collects production information.

- Enter the appropriate information into each field
- Click the “Add/Update” button to save that product in the box on the right side of the page.
- Product is added to list displayed in white box on the right

Complete steps A & B for each product.

Once you have all products entered in, click the “Next” button to move to the next step.

The screenshot shows the 'Offshore Seafood General Permit Application' interface for Step 3. The 'Application Submission Process' bar at the top indicates Step 3 is the current step. The 'Production Information' section includes a 'Purpose' statement and a form for 'Projected Production Information'. The form fields are: Product Line Description (e.g. cod line #1, crab line), Type of Raw Product (e.g. cod, pollock, salmon), Type of Finished Product (e.g. fillets, surimi, canned), 24 hour design processing capacity of product line (lbs.), and 24 hour maximum seafood processing wastewater discharge flow (gallons). Each field has a red asterisk indicating it is required. A red box labeled 'A' highlights the form fields, and a blue box labeled 'B' highlights the 'Add/Update' button. To the right, a white box labeled 'C' contains a list of products with 'test, test' as an example, and 'Edit' and 'Delete' buttons. The bottom navigation bar includes 'Previous', 'Overview', and 'Next' buttons.

## 17 Step 4 collects information on your discharges. Enter all required and applicable information and then click “Next” to move on to the next step.

The screenshot shows the 'Offshore Seafood General Permit Application' interface for Step 4. The 'Application Submission Process' bar at the top indicates Step 4 is the current step. The 'Description of Discharges' section includes a 'Purpose' statement and a form for 'Seafood Processing Wastes'. The form fields are: Name/type of grinder(s), Grind size and design capacity per manufacturer specifications, and Depth from the sea surface to outfall terminus (in feet). Each field has a red asterisk indicating it is required. Below the 'Seafood Processing Wastes' section is the 'Sanitary Wastes' section, which includes a field for 'Type of Marine Sanitation Device (MSD)' with a dropdown menu. A red asterisk indicates this field is required. The bottom navigation bar includes 'Previous', 'Overview', and 'Next' buttons.



**18** **Step 5** provides the NOI Attachment which must be completed and submitted along with your application on **Step 7**.

Open the instructions document & AKG523000 NOI Attachment document by clicking on the links provided in this step. Using the instructions, fill out the AKG523000 NOI Attachment excel document with all discharge and receiving water information.

Save [AKG523000NOIAttachment.xls](#) to your computer and be ready to attach it to your eNOI application (it must be in excel format) in **Step 7**. Click “Next” to continue.

**Offshore Seafood General Permit Application**

**Application Submission Process**

Step 5 of 7

**AKG523000 NOI Attachment**

**Purpose**  
 AKG523000 NOI Attachment: Use the link below to obtain the AKG523000 NOI Attachment in Microsoft Excel file format. Complete one line for each proposed discharge location for a stationary processor or area of operation for an in transit processor. Attach your completed AKG523000 NOI Attachment (in Microsoft Excel file format) to this electronic Notice of Intent along with all other required attachments in Step 7.

\* indicates required field.

**Tracking #:** OFSH-0057 **Facility:** 123 **Type:** Offshore Seafood General Permit

Complete the NOI Attachment according to these instructions  
[AKG523000 NOI Attachment](#)

[Previous](#) [Overview](#) [Next](#)

| A                        | B   | C   | D   | E        | F         | G                               | H                            | I  | J                          | K                                       |
|--------------------------|---|---|---|----------|-----------|---------------------------------|------------------------------|--|----------------------------|---|
| Stationary or In-Transit | Seafood processing waste discharge location name (Receiving Water Name or Operational Area Designation) | Name(s) of any larger adjacent waterbodies within 3 miles | Name(s) of any Protected/Excluded Waters within 3 miles | Latitude | Longitude | Distance from shore or Baseline | Depth of the receiving water | Estimated dates of discharge at location or operational area | Seafood survey anticipated | Average Current within 300 feet Outfall |
| 1                        |   |   |   |          |           |                                 |                              |  |                            |   |
| 2                        |   |   |   |          |           |                                 |                              |  |                            |   |
| 3                        |   |   |   |          |           |                                 |                              |  |                            |   |
| 4                        |   |   |   |          |           |                                 |                              |  |                            |   |
| 5                        |   |   |   |          |           |                                 |                              |  |                            |   |
| 6                        |   |   |   |          |           |                                 |                              |  |                            |   |
| 7                        |   |   |   |          |           |                                 |                              |  |                            |   |
| 8                        |   |   |   |          |           |                                 |                              |  |                            |   |
| 9                        |   |   |   |          |           |                                 |                              |  |                            |   |
| 10                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 11                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 12                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 13                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 14                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 15                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 16                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 17                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 18                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 19                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 20                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 21                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 22                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 23                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 24                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 25                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 26                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 27                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 28                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 29                       |   |   |   |          |           |                                 |                              |  |                            |   |
| 30                       |   |   |   |          |           |                                 |                              |  |                            |   |

**19** **Step 6** collects refueling information. After you have completed this step, click “Next” to continue.

**State of Alaska** myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

**Alaska Department of Environmental Conservation**  
**Division of Water**

State of Alaska > DEC > Online Services > Water Online Application System

**Offshore Seafood General Permit Application**

**Application Submission Process**

Step 6 of 7

**Refueling Information**

**Purpose**  
 Refueling Information: Indicate whether the processors refuels fishing vessels.

\* indicates required field.

**Tracking #:** OFSH-0057 **Facility:** 123 **Type:** Offshore Seafood General Permit

**Refueling Capability and Proximity to Fueling Stations**

Does your vessel refuel fishing vessels? ☒ Yes ☐ No

What is the capacity of your refueling tanks? (report units in gallons)

[Previous](#) [Overview](#) [Next](#)

In **Step 7**, you will submit all required attachments to your eNOI.

Please read the directions carefully on this page.

### IMPORTANT:

This is where you will submit the excel file containing discharge and receiving water information provided in **Step 5** of the eNOI:  
[AKG523000NOIAttachment.xls](#)

To attach a file:

- Click the “Browse...” button
- A new window will pop-up, this shows the files on your computer. Select the file you want to upload then click the “Open” button. The name of the file you selected will appear next to the “Browse...” button.
- Select what kind of file it is from the drop-down menu and add a title and description.

Click “Attach” when you have all the information completed to submit your document.

**Application Submission Process**

Step 7

**Attachments**

**Purpose**  
 The following documents are required to be attached to the NOI:

1. **Area Map.** A legible area map of the location of the processor and all outfalls.
2. **Bathymetric Map.** A bathymetric map of the receiving water within one nautical mile of the discharge.
3. **Line Drawing.** The owner or operator shall submit a line drawing of the water flow through the facility.
4. **Outfall Narrative.** A narrative identifying each type of process, operation, or production area that contributes wastewater to the effluent for each outfall.
5. **AKG523000 NOI Attachment.** A table containing seafood processing waste discharge and receiving water required information.

**BMP Certification.** A previously permitted owner or operator under AKG523000 shall submit certification that the BMP Plan has been reviewed and revised, as needed.

Attach the required attachments in a digital format (Word Doc, PDF, GIF, JPG, etc.) to your application using the form below. There is a file size limit of 20 MB. Contact DEC.Water.OPAHelp@alaska.gov for assistance with submitting your attachments.

Tracking #: AKG523035 Facility: 123 Type: Offshore Seafood General Permit

1. Choose a file to attach: C:\Documents and Settings\benamx\My Documents [Browse...]

2. Add title and description to the file:  
 As Type: Area Map  
 Title:  
 Description:

3. Your file attachments: [Attach] [Remove]

Required Attachments\*

1. Area Map
2. Bathymetric Map
3. Line Drawing
4. Outfall Narrative
5. AKG523000 NOI Attachment

\*Please note that the above list of attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the appropriate DEC office.

Previous Overview Next

**Choose File to Upload**

Look in: My Documents

Files of type: All Files (\*.\*)

File name: test.doc

Open Cancel

21

The “**Application Overview**” page (Last Step) gives you an opportunity to review and edit what you have entered so far.

To change any information in a step, select the edit button that corresponds to that step of the eNOI.

**Offshore Seafood General Permit Application**

Step 8 Application Overview

**Purpose**  
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

**NOTE:** Your information has been saved; you may also exit the system and return later to finalize it.

**Tasks:** [Print For Your Records](#)

- 1. Complete Application Form
- 2. Sign This Application
- 3. Pay Application Fees (\$410)

**Usage Tips:**  
Red items to the left indicate steps that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

**Your Current Application:**

Tracking #: OFSH-0057 Facility: 123 Type: Offshore Seafood General Permit

| Permit Information                              | Details | Edit |
|---|---------|------|
| Current APDES Permit No.-(s):                   |         |      |
| ADEC Environmental Health processor permit No.: |         |      |
| Current Facility Name:                          | 123     |      |
| Facility Name:                                  |         |      |
| Date of Name Change:                            |         |      |
| Facility Name:                                  |         |      |
| Date of Name Change:                            |         |      |
| Facility Name:                                  |         |      |
| Date of Name Change:                            |         |      |

22

After all information is entered and you have finished adding all online attachments, you will need to sign and pay for your eNOI.

**NOTE:** A check will appear next to task “**1. Complete Application Form**” if the application is complete and ready to be signed and paid.

To go the **Final Steps** page, select the “**Sign this Application**” or “**Pay Application Fees**” link under tasks on the Application Overview page.

You can also click on the “**Continue**” button at the bottom of the page.

**Department of Environmental Conservation**

**Offshore Seafood General Permit Application**

State of Alaska > DEC > Online Services > Water Online Application System

Step 8 Application Overview

**Purpose**  
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

**NOTE:** Your information has been saved; you may also exit the system and return later to finalize it.

**Tasks:** [Print For Your Records](#)

- 1. Complete Application Form
- 2. Sign This Application
- 3. Pay Application Fees (\$430)

**Usage Tips:**  
Red items to the left indicate steps that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

**Your Current Application:**

| Attachments | Title (Type), Description | Edit |
|-------------|---------------------------|------|
|             |                           |      |

Copy to New Application Home **Continue**

OASys version 3.5.17

(help?) Home Logout

State of Alaska myAlaska DEC Staff Directory Webmaster Commissioner's Office Divisions/Contacts Press Releases Public Notices Regulations

## 23

The “**Final Steps**” page gives you the signature options available for signing your eNOI application.

- Sign this Application Using e-Signature (go to step 24 in this guidance)
- Print, Sign and Submit a Hard-Copy Signature Page (skip to step 25 in this guidance)
- Invite another party to Sign for this Application (skip to step 27 in this guidance)

**Final Steps**

**Purpose**

Congratulations! You have completed the form completion phase of this process. However, **two important steps** remain before your application can be processed: **Signature Submission and Fee Payment**. On this page you will find several options for signing and paying for your application. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov) or call John Randolph at 907-465-5307.

**Current Status:** Completed and Not Signed, Not Paid

**Please Note:** Your application will not be processed unless it has been signed and all fees have been paid!

**Tracking #:** AKG523025 **Facility:** 123 **Type:** Offshore Seafood General Permit

I would like to...

**Sign this Application Using e-Signature**  
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

**Print, Sign and Submit a Hard-Copy Signature Page**  
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader.

**Pay for this Application**  
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

**Invite another party to Sign and/or Pay for this Application**  
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

[Cancel](#) [Overview](#)

## 24

Select “**Sign this Application Using e-Signature**” if you are already validated to electronically sign an application.

**NOTE:** If you use a **myAlaska** account that has been used to apply and sign for a PFD, you are automatically validated.

Check the box indicating that you agree with the Signing Agreement and enter your **myAlaska** Password. To complete the signing process, click on the “E-Sign” button.

(now skip to step 28 in this guidance after signing)

**Sign this Application Using e-Signature**  
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

**Who Signs the Application?**

**18 AAC 83.385. Signature requirements for permit applications and reports**

(a) A permit application must be signed as follows:  
(1) for a corporation, a responsible corporate officer shall sign the application; in this subsection, a responsible corporate officer means  
(A) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or  
(B) the manager of one or more manufacturing, production, or operating facilities, if  
(i) the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental statutes and regulations;  
(ii) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and  
(iii) authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;  
(2) for a partnership or sole proprietorship, the general partner or the proprietor, respectively, shall sign the application; and  
(3) for a municipality, state, or other public agency, either a principal executive officer or ranking elected official shall sign the application; in this subsection, a principal executive officer of an agency means  
(A) the chief executive officer of the agency; or  
(B) a senior executive officer having responsibility for the overall operations of a principal geographic unit or division of the agency.

**Signing Agreement**

By selecting the “I agree with the above statement” box, entering my myAlaska password, and clicking on E-Sign, I:

1) certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

2) certify that I am Brin Marx as identified by the myAlaska identity verification system;

3) agree that I am signing this notice of intent under the Offshore Seafood general permit, AKG523 and

4) agree that I intend to be bound by the electronic record of this notice of intent under the Offshore Seafood general permit and the electronic record of this signature.

☐ I agree with the above statement

MyAlaska Password

[Back](#) [E-Sign](#)

25

Select “**Print, Sign and Submit a Hard-Copy Signature Page**” to print a hard-copy version of the application signature page.

This page explains the steps for printing and submitting a hard-copy signature page. Click on “**Print the Official Signature Page**” link.

**WARNING:** Printing your official signature page will lock your application and you will not be able to make any additional changes.

**Print, Sign and Submit a Hard-Copy Signature Page**

Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader.

 [Get Acrobat Reader](#)

**Print and Submit a Hard-Copy Signature Page**

**Purpose**

As part of the application process, each applicant (or agent of the applicant) must submit a validated signature. Alternatively, you may return to the [Signing and Paying Options](#) Page to select a different option for submitting a signature. If you have any questions about this process, contact your local DEC office or send an e-mail to [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)

**Please Note:** Your application will not be processed unless it has been signed and all fees have been paid!

|             |           |           |     |       |                                 |
|-------------|-----------|-----------|-----|-------|---------------------------------|
| Tracking #: | AKG523025 | Facility: | 123 | Type: | Offshore Seafood General Permit |
|-------------|-----------|-----------|-----|-------|---------------------------------|

1. Review Your Application  
To review your application before submitting, visit the [Overview Page](#).
2. **Print the Official Signature Page**  
Click the link above to display the Official Signature Page (printer friendly). Once the page has completely loaded, print the signature page. **Warning! Clicking on the link above will lock your application and you will not be able to make any additional changes.**
3. Sign the Printed Page  
Once you have a printed copy of the Signature Page, locate the appropriate line on the page and enter your signature and today's date.
4. Mail, Fax, E-mail or Electronically Submit the page to the DEC Office  
Use the following mailing address to submit your signature page and complete the hard-copy submission process. Fax and e-mail are also valid methods for submitting this page to DEC.  
Alaska Department of Environmental Conservation  
410 Willoughby Avenue, Suite 303  
P.O. Box 111800  
Juneau, AK 99811-1800  
Fax Number: 907-465-5177  
Phone Number: 907-465-5307  
Email Address: [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)
5. Await notification that your page has been received by DEC  
DEC will contact you when your Signature Page arrives. Please allow 2-3 weeks for the page to arrive at the DEC office in Juneau.

[Back](#) [Continue](#)

26

Once printed, sign at the bottom of the page.

Then mail, fax or email **all pages** of the **Signature Page** to address information shown at the top of the page.

Your signature page will typically be processed within a few days of being received and your eNOI will then be “signed”.

(Now skip to step 32 in this guidance)

OPA Signature Page Page 1 of 4

**Alaska Department of Environmental Conservation**  
**Offshore Seafood General Permit Signature Page**

Thank you for using the DEC Water Online Application System. In order to sign your application and validate your myAlaska account, you must send this signed form to the following address:


Attn: Water Information Management  
Division of Water  
Alaska Department of Environmental Conservation  
410 Willoughby Avenue, Suite 303  
P.O. Box 111800  
Juneau, AK 99811-1800  
Fax Number: 907-465-5177  
Phone Number: 907-465-5307  
Email Address: [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)

myAlaska User ID: bmtest  
Name: Brin Marx  
Project Name: test  
Tracking Number: AKG523037  
Address: \_\_\_\_\_  
Phone No: \_\_\_\_\_  
Email: brin.marx@alaska.gov


I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

\_\_\_\_\_  
Signature Printed Signature Date

**27** Select “**Invite another party to Sign/Pay for this Application**” if you need to assign an alternate signer for your Application.

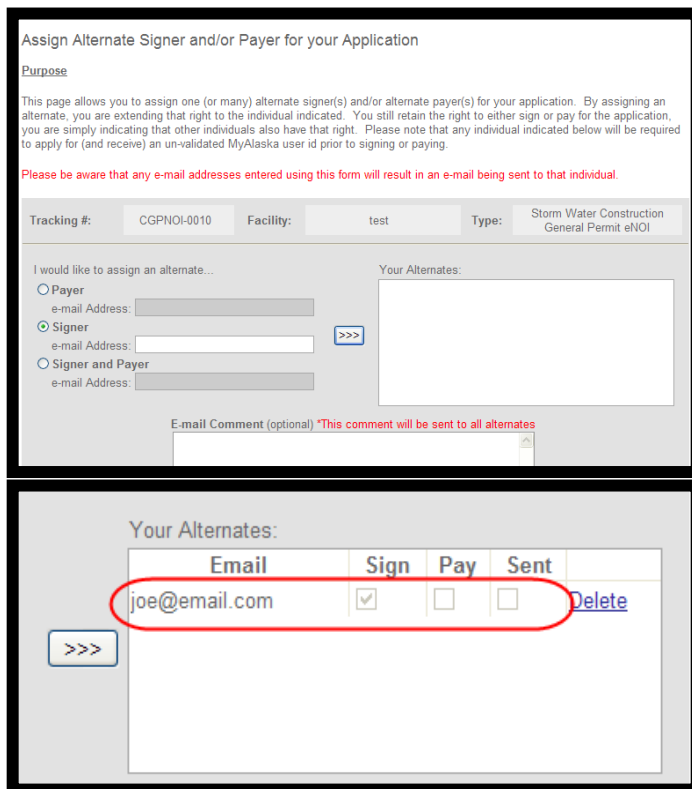
Enter the email address for the Signer and press the  button.

**WARNING:**

You **must** press the  button to add your alternate signer. The email will be displayed in the “Your Alternates” box to the right.

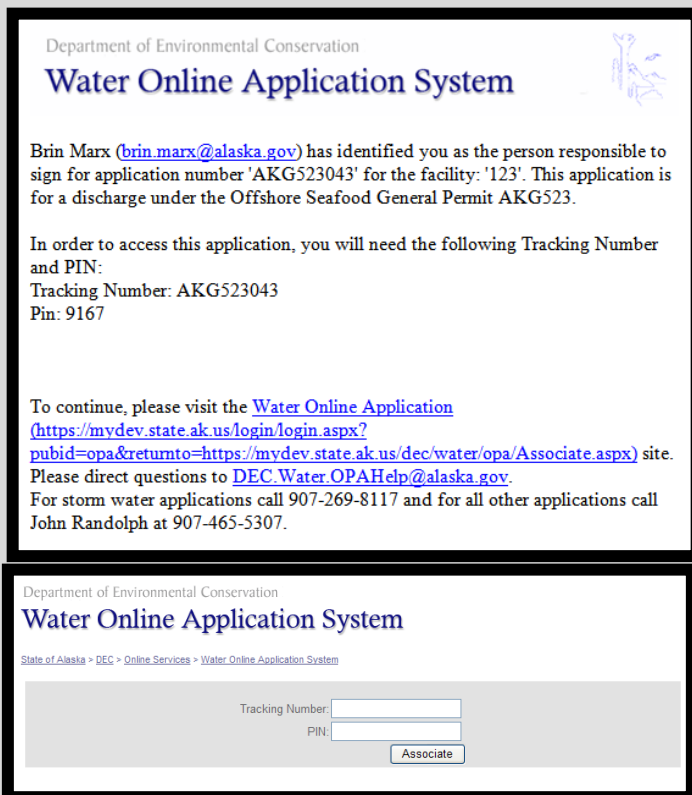
An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

**NOTE:** *The alternate signer will need to have a myAlaska account.*



**28** After clicking on the link provided in the email, the alternate signer will login to OASys with their myAlaska account and enter the Tracking Number and PIN (also provided in the email).

Alternate signer will be taken to the “**Final Steps**” page, giving them the opportunity to e-sign (if validated) or print and sign a hard-copy signature page for your eNOI application. (See step 23 in this guidance)





29

A check will appear next to the task **“2. Sign This Application”** when the application is signed.

To pay for this application, select the **“3. Pay Application Fees”** link under tasks on the Application Overview page.

30

The **“Final Steps”** page gives you the options available for paying the fee for your eNOI application.

- Pay for this Application  
(go to step 31 in this guidance)
- Invite another party to Pay for this Application  
(skip to step 32 in this guidance)


31

When you select **“Pay for this Application”** you can pay the application fees using Online Payment Services.

(skip to step 34 in this guidance after paying)

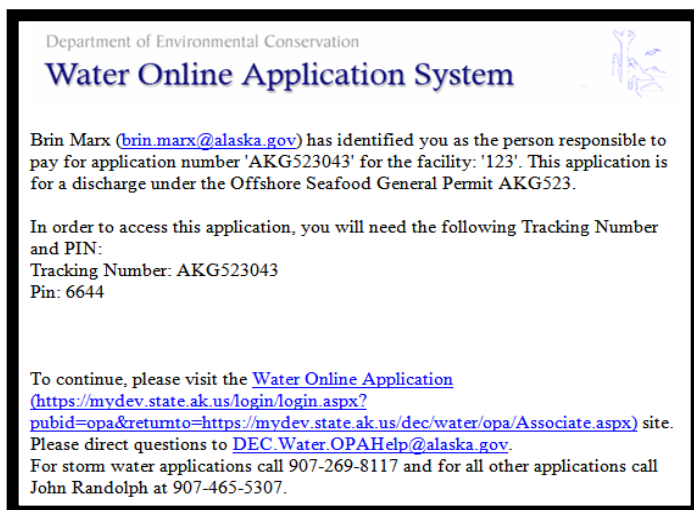
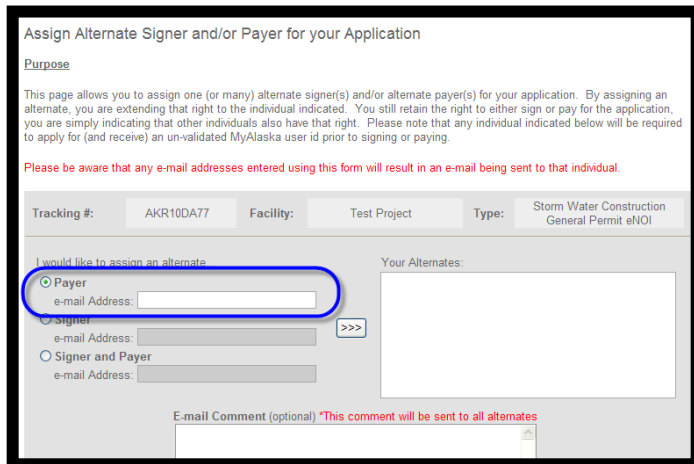


**32** Select “**Invite another party to Pay for this Application**” if you need to assign an alternate payer for your Application.

Enter the email address for the Payer and press the  button.

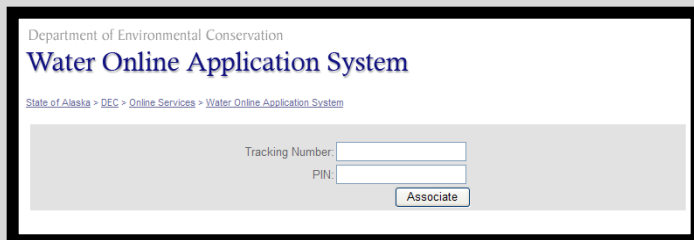
**NOTE:** The alternate payer will need to have a myAlaska account.

An instructional email containing a link to this application is sent to the alternate payer allowing them to complete the final steps in the application process. The NOI Preparer will get a copy of this email.



**33** After clicking on the link provided in the email, the alternate payer will log into OASys with their **myAlaska** account and enter the Tracking Number and PIN (also provided in the email).

Alternate payer will be taken to the “**Final Steps**” page, giving them the opportunity to pay the fee for your eNOI.



**34** Once the signature and payment steps are complete, an acknowledgment email will be sent to the NOI Preparer's **myAlaska** account email address.

**IMPORTANT:** Attached to this email are PDFs of the completed AKG523000 NOI form and Acknowledgment Letter.

## Offshore Seafood General Permit Application

The electronic submission process for application number AKG523025 for Facility '123' is complete.

**35** When you return to the eNOI, the Application Overview will display all tasks as completed.

**Step 7** Application Overview

**Purpose**

Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

**Tasks:**

- ✓ 1. Complete Application Form
- ✓ 2. Sign This Application
- ✓ 3. Pay Application Fees (\$490) - Paid

**Usage Tips:**  
Red items to the left indicate steps that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

[Print For Your Records](#)

**For assistance, please call**

**John Randolph at 907-465-5307,  
Kaittee Fleck at 907-451-5337, or  
Janice Mclean at 907-465-5282.**